Arizona Cancer Registry
Rocky Mountain Cancer Data System Procedure for Performing Backup

These instructions have been created by the Arizona Cancer Registry to be used with Rocky Mountain Cancer Data System (RMCDS), FORDS, NAACCR version 10.
Please read the entire set of instructions before performing Backup Procedures.
When submitting new and updated cases to the Arizona Cancer Registry (ACR), the reporting hospital must edit all cases before saving them to disk. These instructions detail how a reporting hospital creates a subset, edits, and saves new and updated cases for data submissions to the ACR.
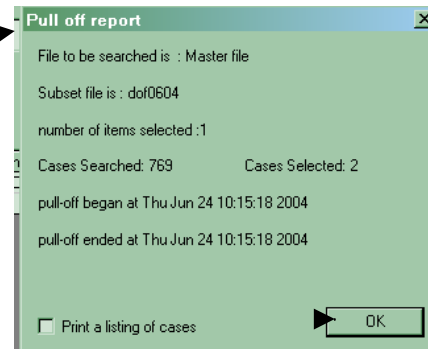
This document is available: http://www.hs.state.az.us/phs/phstats/acr/index.htm

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CREATE A SUBSET OF NEW CASES IN RMCDS

1. Open RMCDS
2. On the main menu bar select the **Subsets** drop-down menu then, select **New**.

3. A **Create a Subset (Main System)** pop-up window will appear. The Master File bullet should be selected by default.
   a. Enter information in the following three fields:
      i. **Item #**: *2113* (Date Tumor Record Available)
      ii. **Min**: *date of last backup* (8 characters) ***** (page 4)
      iii. **Max**: *date performing current backup* (8 characters) ***** (page 4)
   b. Select **Add Item**, (window will "reset" with blank fields). Then, enter:
      i. **Item #**: *2116Q* (Suspense Cases)
      ii. **Min**: *space* (with cursor all the way to the left in text box, press space bar once)
      iii. **Max**: *0 (zero)*
      iv. **Output Subset**: create a name for the subset. (Remember the name for later use – see "Tip!")
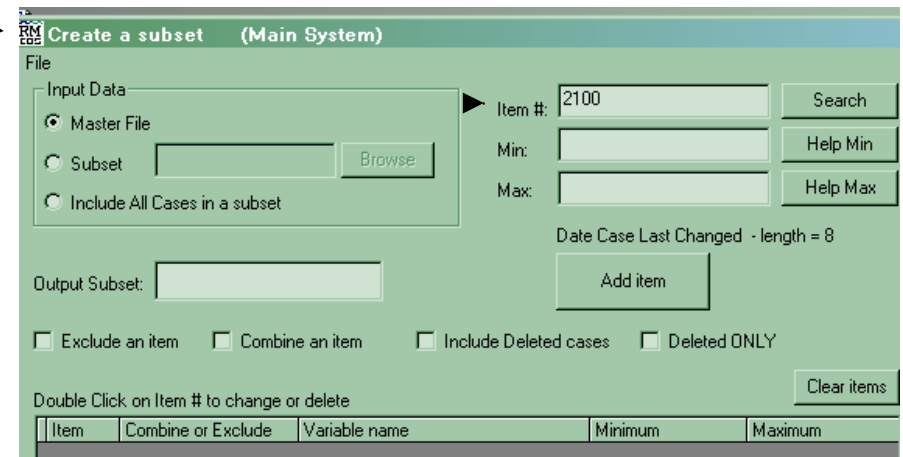   c. Select **Add Item** then, **Run**.
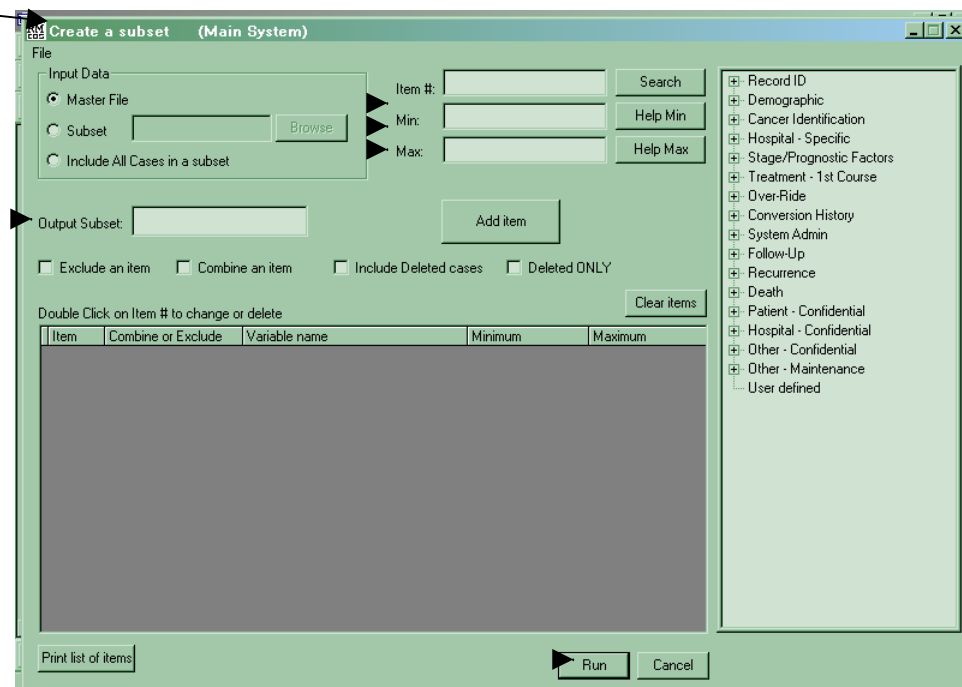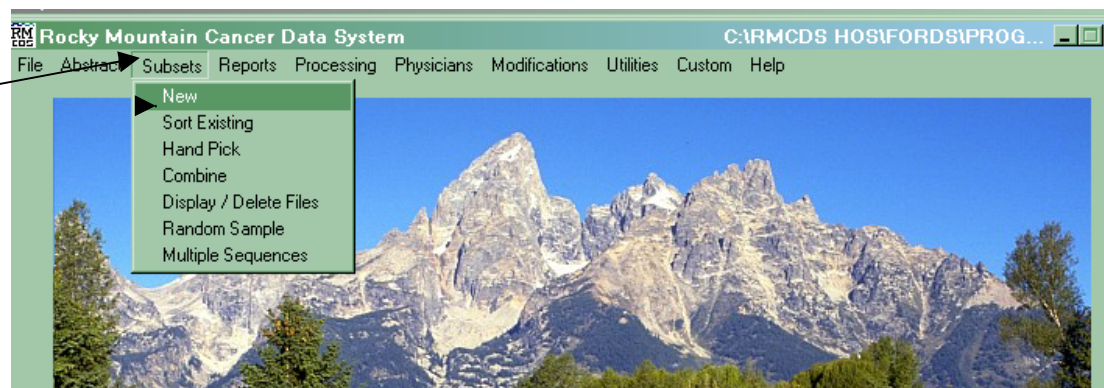
4. A **Pull Off Report** pop-up window will appear showing the number of cases and dates included in the subset.
5. Select **OK** to continue. This will return you to the RMCDS main page.

Pull off report

File to be searched is : Master file

Subset file is : dof0604

number of items selected :1

Cases Searched: 769   Cases Selected: 2

pull-off began at Thu Jun 24 10:15:18 2004

pull-off ended at Thu Jun 24 10:15:18 2004

☐ Print a listing of cases   ▶ OK

Tip! Naming the subset using "Date Tumor Record Available" ("dtra"), or "Date Case Last Changed" ("dclc") followed by the month and year of the chosen values (ex. dtra0504) will allow you to identify your subset in a consistent manner.
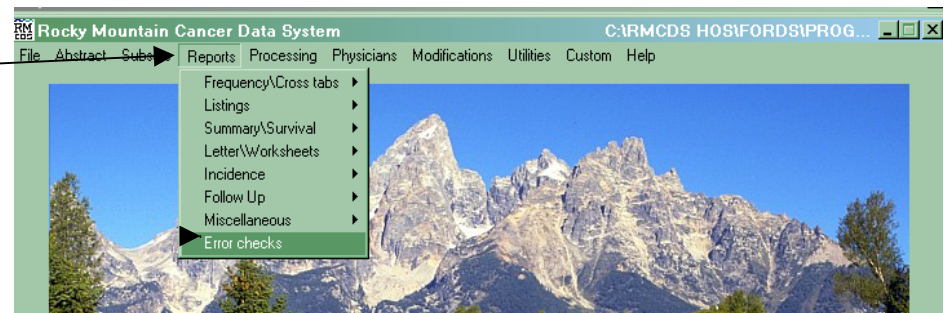Check if your facility has a method in place for naming subsets.

CREATE A SUBSET OF UPDATED CASES IN RMCDS

1. Repeat the same procedure used for creating a subset for new cases (steps 1 thru 5); however, in the **Create a Subset** window, use **Item # 2*100** (Date Case Last Changed) in *step a. i.*
2. Again, create a name for the subset unique to the current data submission (see "Tip!" above).

Create a subset   (Main System)

File

Input Data

◉ Master File

○ Subset   [   ] Browse

○ Include All Cases in a subset

Item #: 2100   Search

Min: Help Min

Max: Help Max

Date Case Last Changed - length = 8

Output Subset: [   ]   Add item

☐ Exclude an item   ☐ Combine an item   ☐ Include Deleted cases   ☐ Deleted ONLY

Clear items

Double Click on Item # to change or delete

Item	Combine or Exclude	Variable name	Minimum	Maximum

PERFORM EDIT CHECKS ON ALL UPDATED AND NEW CASES

1. On the main menu bar select the **Reports** drop-down menu then, select **Error Checks**.

Rocky Mountain Cancer Data System   C:\RMCDS HOS\FORDS\PROG...

File Abstract Subset Reports Processing Physicians Modifications Utilities Custom Help

Frequency\Cross tabs ▶
Listings ▶
Summary\Survival ▶
Letter\Worksheets ▶
Incidence ▶
Follow Up ▶
Miscellaneous ▶
Error checks

2. An **Error Reports** pop-up window appears. Select
   "Standard ACOS/NAACCR/EDITS error check"
   from the drop down list.
     a. Enter the name of the *updated case* subset created
        earlier. You can use the Browse menu to search for
        the subset if you do not know the name.
     b. Then, **Run** the report.
3. When the report has finished running, a Print Options
   pop-up window appears.
     a. **Examine & Print** the error report.
     b. When finished, **Delete File** to exit the
        Print Options window.
4. Repeat steps 1 thru 3 using the *new case* subset name
   created earlier.
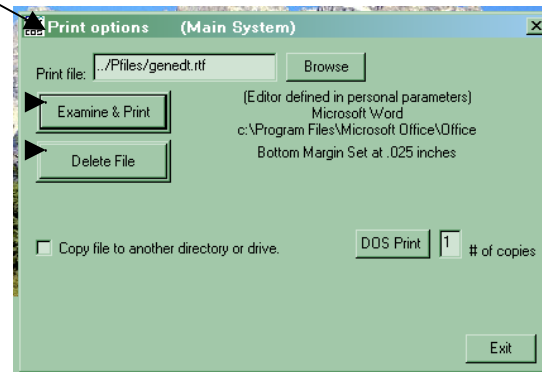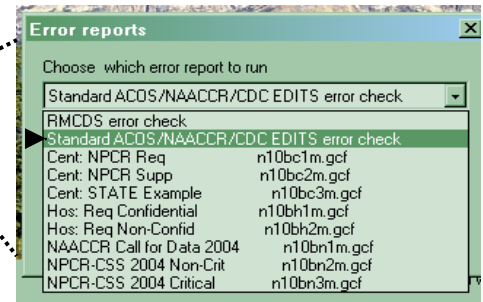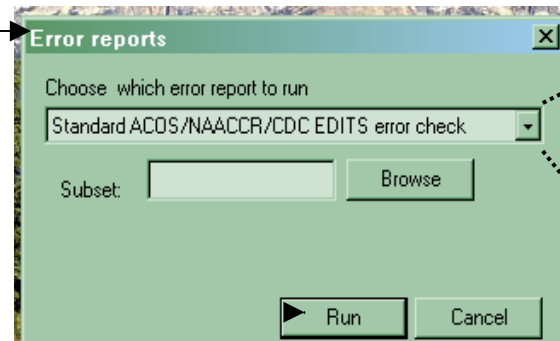
CORRECT ERRORS

Before continuing with the backup procedures,
correct all errors generated in the error report for both
new and updated cases. Then proceed with performing Backup.
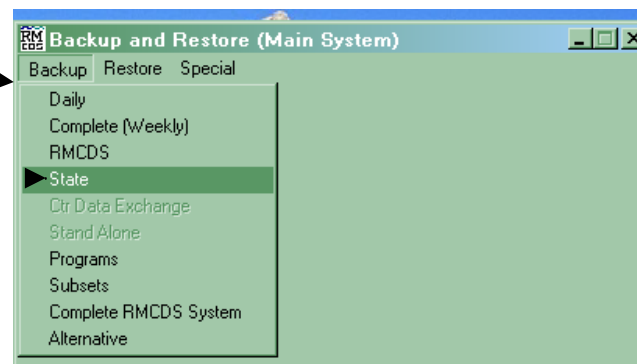
PERFORMING BACKUP ON UPDATED AND NEW CASES

1. On the main menu bar select the **Utilities** drop-down
   menu then, select **Backup & Restore**.
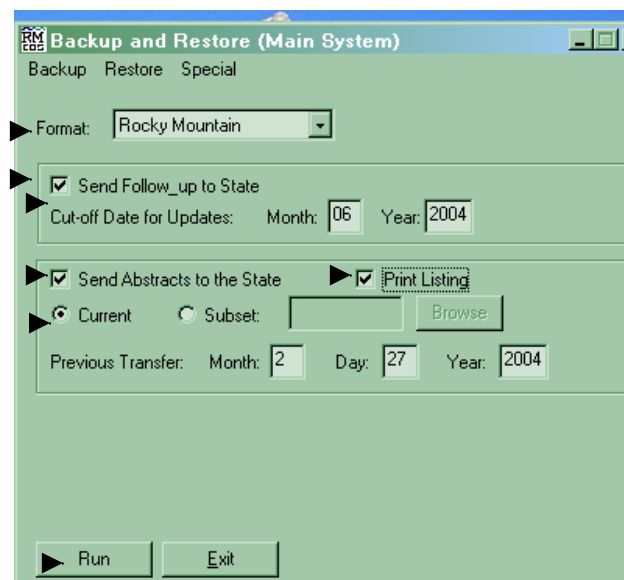2. Enter the system password.

At some point during this process, insert a blank
disk into the A: drive of your computer.
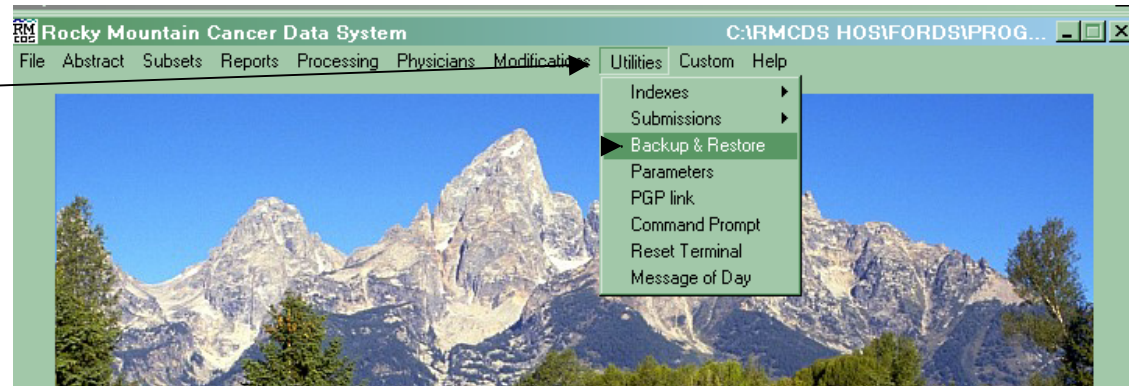
3. A Backup and Restore (Main System) pop-up window will appear. Open the **Backup** drop-down menu then, select **State**.
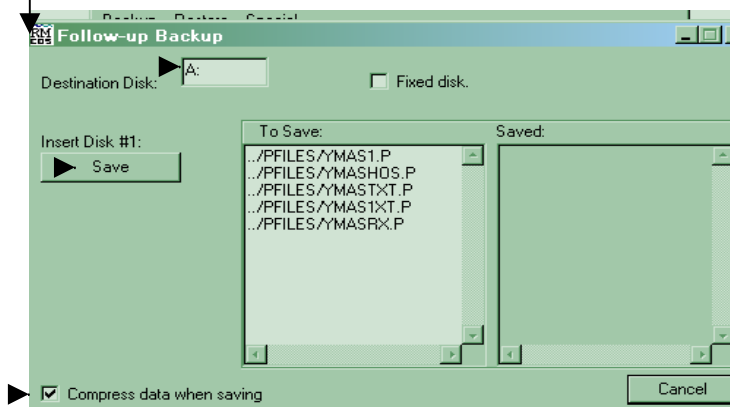

4. Another pop-up window will appear.
   a. The **Format** should default to Rocky Mountain.
   b. Check **Send Follow-up to State**, if it is not already checked.
   c. Enter the **Cut-off Date for Updates**: fields auto-fill with the last backup dates, *change to: current month and current year*.
   d. Check **Send Abstracts to the State**, and **Print Listing**.
   e. Select the **Current** bullet (if not already selected). Verify **Previous Transfer** dates are correct. *****
   f. **Run** backup and restore.
5. A small **Writex** pop-up window will display the number of records written out, select **OK** to continue (not shown here).
6. When backup is complete, a **Follow-up Backup** pop-up window will appear. This step will save your update ("follow-up") data to disk. (The "Compress data when saving" box should be checked by default.)
   a. Verify the **Destination Disk** is **A:** (If you have not already done so, insert a blank disk into the A: drive.)
   b. Then, **Save**.
7. When the update backup is **Done**, **Exit**. Remove the disk from the A: drive and *insert a new blank disk* to proceed with *New Case* backup.


* Verify dates are correct, as cases could be missed if dates are inaccurate. If the dates in the "Previous Transfer" fields are not correct, change the dates *before* Running the Subset

8. Another small **Writex** pop-up window will display the number of records written out, select **OK** to continue (not shown here).
9. Next, a **New Case Backup** window will appear.
   (The "Compress data when saving" box should be checked by default.)
   a. Verify the **Destination Dis**k is **A:**
      (If you have not already done so, insert a blank disk into the A: drive.)
   b. Then, **Save**.
10. When the backup is **Done**, **Exit**.
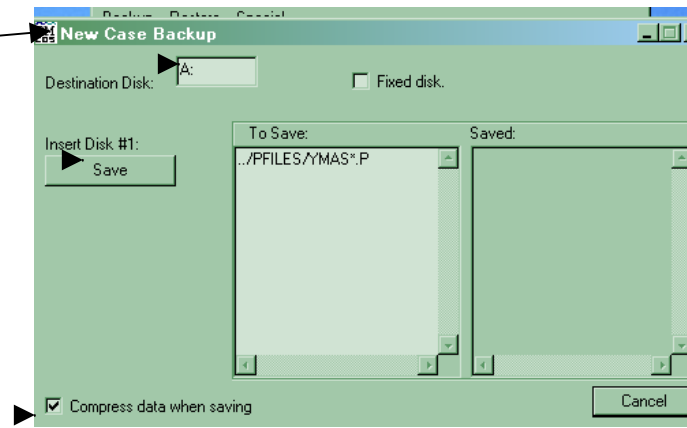
11. Two pop-up windows appear (**"Yes, No"**):
   Answer **No** to each question.
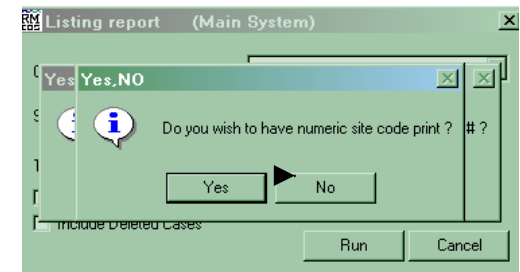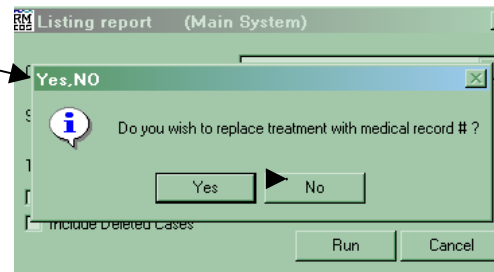
12. When backup has finished, a **Print Options** window will appear (not shown here).
    a. **Examine & Print** the backup listing (a list of all cases backed up). This list is sent to the ACR with the backup disks.
    b. When finished, **Delete File** to exit the Print Options window.

BACKUP IS COMPLETE!

Before sending the disks to the ACR, make sure the data was successfully saved. One method of doing this is to examine the A: drive on **My Computer** (found on your computer's main Start menu or desktop.) Insert disk; Select 3 ½ Floppy (A:); open files to verify the information has been saved to the disk. Repeat for each disk.
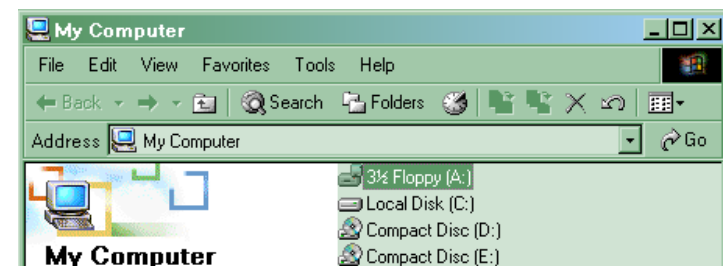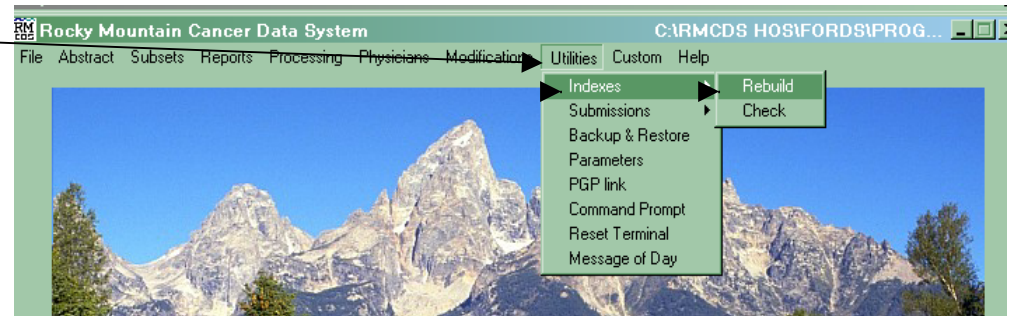
REBUILD INDEXES

Indexes should be rebuilt after backup has been completed. Rebuilding the indexes identifies and corrects any corruptions/errors in the criteria index trees (search pathways). Repairing these corruptions allows for easier and more reliable searches using these criteria.
If there are multiple RMCDS users, all other users should exit RMCDS while indexes are being rebuilt (only one person should be in the data base while rebuilding indexes).

1. On the main menu bar select the **Utilities** drop-down menu then, select **Indexes** then, **Rebuild**.
2. Enter the system password.

3. A **Rebuild Master Indexes** pop-up window will appear.
   a. Each box may be checked individually, or choose the **All** option to select all boxes.
   b. Rebuilding Physician Name and Physician Number is recommended, but will be determined by each facility
4. **Run** the index rebuilding. The amount of time needed to complete the rebuild will vary.
5. An **Indexes Rebuilt** pop-up window will display.
6. Selecting **OK** will return you to the main menu in RMCDS.
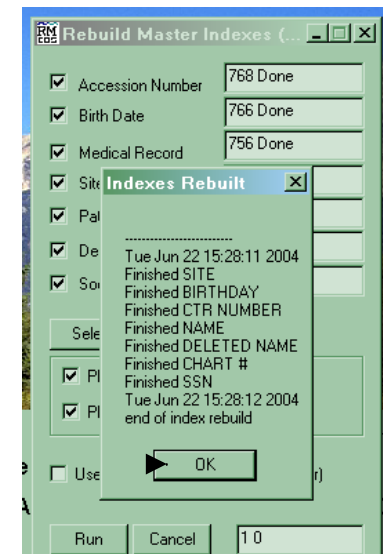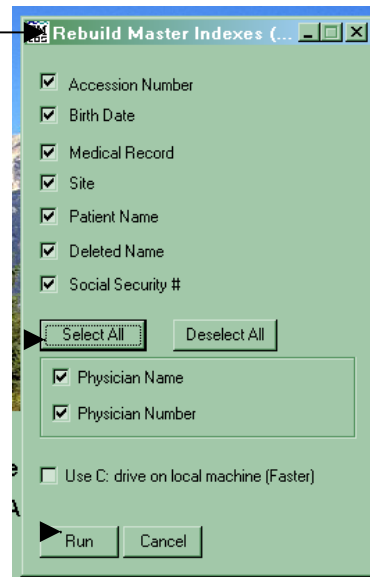
SEND DATA TO THE ACR

The Operations Manager establishes a schedule for submitting data to the ACR. If you do not know your facility's reporting schedule, please contact the ACR.

Send the data in an envelope appropriate for the size and content of your submission. Please use an envelope that will prevent the loss of data on the disks, and prevent breakage.

Items to be included in a data submission:

1. The completed Data Submission Inventory (formerly, "batch sheet") (attached)
2. All critical data changes (more instructions below)
3. Physician name, address or number changes
4. Current non-analytic tracking forms
5. Abstract index (listing of cases included on disks)
6. All questions or other information for the ACR.

Critical Data Changes

Reporting facilities must send notification to the ACR using a registry code sheet, a print screen, or a highlighted abstract when there is a change to any of the following data items:

- Name
- Site
- Stage (effective for 2004 cases: this critical data change will be "Collaborative Stage")
- Histology
- Treatments (first course only)
- Physician number
- Accession number
- Sequence number

For facilities with a large number of critical data changes, please submit them periodically during the reporting cycle. You do not have to wait for your scheduled submission date to send critical data changes.

Revised 6/30/2004